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17 OCT 1968

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MEMORANDUM FOR: Special Assistant to the Deputy Director for Support

SUBJECT : Support Services Resignation Cases

REFERENCE : Memorandum from Special Assistant to DD/S
To: Head of OC Career Service, Dated 7 October 1968
Same Subject

1. The following data is furnished and keyed to Reference request for information about resignation cases within the Communications Career Service:

I. Unsolicited Category

A. What is put on paper?

The resignee submits a memorandum giving his reason(s) for resignation, or he completes the appropriate section of the reverse-side of Agency Form 1152.

The OC Career Service Panel Chairman, or his Representative, provides a written endorsement or statement concerning consideration of re-employment of the resignee.

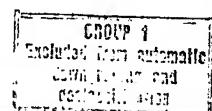
At times, dispatch or cable comments and recommendations are received from Chiefs of Stations or Communications Area Chiefs.

B. Who interviews, at what stage of the processing, and what paper records are available to the interviewer?

Interviewed at Headquarters by:

First Line Supervisor or Branch Chief Usually on receipt of resignation notice, or very shortly thereafter.

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OC-A/Personnel Branch	Usually three to four days prior resignation, time permitting, or earlier if circumstances of resignation indicate the need.
OC Executive Officer	Arranged by OC-A/Personnel Branch if circumstances of resignation or attitude of resignee are indicative of possible future front office involvement.
Office of Personnel and/or Other Agency Components	If employee requested that his qualifications be considered by other components within the Agency, arrangements are made for appropriate interviews.

Paper records available:

OC Soft, or Processing File)	Contain Fitness Reports, Field Reassignment Official File) Questionnaires, pertinent memoranda
Resignation memorandum		
Re-Employment statement		
Pertinent Dispatches and/or cables		

Because of the sensitive nature of Communications Officers' duties and responsibilities, field resignees are brought to Headquarters, at Government expense, for debriefing, Headquarters interviews and exit processing.

C. Is there paper feedback from Office of Personnel Exit Processing Unit and who reads it?

No paper feedback is received specifically from OP Exit Processing Unit. They have, on occasion, telephoned or made a personal visit to OC Administrative Staff to discuss any problems learned at the time of exit interview but previously unrevealed to the Office of Communications. A monthly Report of Separation from the SC Career Service is received from the Office of Personnel. This report is read and retained by OC Administration Staff.

D. What are the differences in handling professional and non-professional resignees?

No difference in exit processing. Each resignee is accorded full consideration.

2. SC Career Service resignations for Fiscal Years '66, '67, and '68 total 377. Schedule A, attached, provides statistics for each above noted Fiscal Year by three employee categories--Professional, Semi-Professional, and Non-Professional. Employees included in the Professional Category are Engineers, Electronic Specialists and Technicians, and Communications

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GROUP 1
Excluded from automatic
downgrading and
declassification

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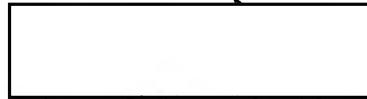
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Officers grade GS-11 and above; Semi-Professional Category reflects Radio Operators, Cryptographers, Intercept Operators, and Draftsmen. The Non-Professional Category shows Secretaries, Typists, and Clerks.

3. A total of 50 resignations during the Fiscal Years '66, '67, and '68 could be considered as solicited resignations. Twenty-one of this number resigned as a result of marriage to foreign nationals. Of the remaining 29 resignations, there are some which could be possibly considered as unsolicited wherein the employee who was involved in a difficulty tendered his resignation. However, we believe it more accurate to consider the entire group as solicited because the circumstances involved would more than likely have brought us to the point of asking for a resignation if not submitted by the employee by his own decision. Note Schedule B.

4. Schedule C, attached, contains a brief resume for those eight cases which this Office has listed as "comers."

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Director of Communications



Attachments
As Stated

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TAB S

FY '66

JULY	P 1	SP 5	NP 2	other	APR.	P 0	SP 2	NP 2	other
	P 1	SP 0	NP 0	Job		P 0	SP 2	NP 0	Job
AUG.	P 1	SP 5	NP 1	other	May	P 0	SP 4	NP 3	other
	P 1	SP 0	NP 0	Job		P 0	SP 8	NP 0	Job
SEPT.	P 1	SP 2	NP 4	other	JUNE	P 0	SP 5	NP 3	other
	P 0	SP 2	NP 0	Job		P 0	SP 4	NP 0	Job
OCT.	P 0	SP 3	NP 1	other					
	P 0	SP 0	NP 1	Job					
NOV.	P 0	SP 2	NP 4	other					
	P 0	SP 1	NP 1	Job					
Dec.	P 0	SP 0	NP 1	other					
	P 0	SP 0	NP 1	Job					
JAN.	P 0	SP 2	NP 2	other					
	P 0	SP 2	NP 0	Job					
FEB.	P 3	SP 4	NP 1	other					
	P 1	SP 0	NP 0	Job					
MAR	P 1	SP 3	NP 4	other					
	P 1	SP 2	NP 0	Job					

TOTAL
98

74 37 21 28 1

FY '67

JULY	P 0	SP 1	NP 0	other	Apr.	P 2	SP 3	NP 4	other
	P 1	SP 2	NP 0	Job		P 1	SP 1	NP 0	Job
AUG.	P 5	SP 4	NP 2	other	May	P 0	SP 4	NP 1	other
	P 1	SP 5	NP 0	Job		P 0	SP 3	NP 0	Job
SEPT.	P 1	SP 4	NP 1	other	June	P 0	SP 8	NP 1	other
	P 0	SP 1	NP 0	Job		P 0	SP 1	NP 0	Job
OCT.	P 2	SP 3	NP 0	other	total	15	37	19	
	P 0	SP 0	NP 0	Job		95	7	16	1
Nov.	P 1	SP 1	NP 2	other					
	P 0	SP 1	NP 0	Job					
Dec.	P 0	SP 3	NP 2	other					
	P 0	SP 1	NP 0	Job					
Jan.	P 1	SP 0	NP 2	other					
	P 0	SP 0	NP 1	Job					
Feb.	P 1	SP 2	NP 3	other					
	P 1	SP 1	NP 0	Job					
mar.	P 2	SP 4	NP 0	other					
	P 3	SP 0	NP 0	Job					

FY-68

	P	SP	NP	other		P	SP	NP	other
				1	5				
JULY	P 1	SP 0	NP 0	other 0	Job 0	P 0	SP 6	NP 3	other 0
AUG.	P 2	SP 3	NP 1	other 0	Job 0	P 0	SP 7	NP 0	Job 0
SEPT.	P 1	SP 2	NP 4	other 0	Job 0	P 1	SP 3	NP 4	other 0
OCT.	P 0	SP 5	NP 1	other 0	Job 0	P 1	SP 2	NP 2	other 0
Nov.	P 0	SP 2	NP 5	other 0	Job 0	TOTAL 134	11	49	30
Dec.	P 0	SP 3	NP 3	other 0	Job 0		11	32	0
JAN.	P 1	SP 5	NP 1	other 0	Job 0				
FEB.	P 3	SP 4	NP 0	other 0	Job 0				
MAR.	P 3	SP 1	NP 3	other 0	Job 0				

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SCHEDULE A

	FY 1968				FY 1967				FY 1966			
	Pro	S/Pro	N/Pro	Total	Pro	S/Pro	N/Pro	Total	Pro	S/Pro	N/Pro	Total
Jul	2	7	0	9	1	5	0	6	2	7	2	11
Aug	2	4	1	7	6	11	2	19	2	6	1	9
Sep	1	4	4	9	1	8	1	10	1	5	4	10
Oct	1	12	1	14	4	4	0	8	0	6	1	7
Nov	0	3	5	8	1	4	2	7	0	5	5	10
Dec	2	9	3	14	0	5	2	7	0	2	1	3
Jan	4	11	1	16	1	2	3	6	0	4	2	6
Feb	0	10	3	13	2	3	3	8	4	4	1	9
Mar	5	4	3	12	5	5	0	10	2	5	4	11
Apr	0	9	4	13	3	4	4	11	0	7	2	9
May	1	10	4	15	0	7	2	9	0	12	3	15
Jun	4	17	2	23	0	9	1	10	0	10	3	13
TOTALS	22	100	31	153	24	67	20	111	11	73	29	113

Non-Professional..... 80
Semi-Professional..... 240
Professional..... 57
TOTAL 377

Professional..... E.E., E.T., Commo Off (GS-11 and above), etc.
Semi-Professional..... CT/R, CT/C, Draftsmen, CT/CMT, Admin Asst., etc.
Non-Professional..... Sec., Typist, Registry

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SCHEDULE BSolicited ResignationMarriage to Foreign National

	<u>FY 1966</u>	<u>FY 1967</u>	<u>FY 1968</u>
<i>S/P</i> CT/R	5	6	3
<i>S/P</i> CT/C	2	0	0
<i>P</i> WET	0	1	0
<i>S/P</i> <u>CT/COMINT</u>	0	1	0
TOTAL	7	8	6

SUB TOTAL 21

Other

<i>S/P</i> CT/R	5	4	7
<i>S/P</i> CT/C	2	2	4
E.E.	0	1	0
CT/COMINT	1	1	1
<i>N/P</i> Clerical	0	0	1
TOTAL	29	8	13

GRAND TOTAL 50

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